



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE RODEO SANITARY DISTRICT
LOCATION: JOHN SWETT UNIFIED SCHOOL DISTRICT BOARD
ROOM, 400 PARKER AVE., RODEO, CA**

A Regular Meeting of the Governing Board was held at 6:00 p.m. on June 13, 2023. Pursuant to the authorizations provided by Government Code section 54953, this meeting was available telephonically, using the Zoom video conferencing system. Members of the public were provided options to participate in the meeting as provided on the agenda.

1) ROLL CALL

Vice President Janet Callaghan called the meeting to order at 6:02 P.M. It is with deep sorrow, Janet Callaghan announced the very recent passing of Rodeo Sanitary District's Board President Connie Batchelder on May 25, 2023, due to illness.

She expressed how much she will be missed by all of us at Rodeo Sanitary District. In remembrance of Connie, Board Member Maureen Brennan played a beautiful song on her harp.

Directors Present: Janet Callaghan, Maureen Brennan, Richard Frakes, Angela Noble

Staff/Consultants Present: Steve Beall, District Manager, Nancy Lefebvre, District Administrator, Jeffrey Greer, Operations Manager, Martin de los Angeles, District Counsel

Absent: None

Others Present- None

*via video-conference

a) **PLEDGE OF ALLEGIANCE TO THE FLAG-** District Manager Steve Beall led the pledge of allegiance.

2) PUBLIC COMMENTS-Communication from the public on subjects not on the agenda- None

3) CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER-

Item 8A was taken out of order at this time in the meeting.

8A) NOMINATION AND ELECTION OF OFFICERS FOR THE REMAINDER OF CALENDAR YEAR 2023 (ACTION)

With the passing of Board President Connie Batchelder, Board reorganization is needed. Vice President Callaghan opened the floor for nominations for the Board President position.

MOTION: By Noble, seconded by Brennan, to nominate and approve the selection of Vice President Janet Callaghan as President and Maureen Brennan as Vice President of the Board of Directors for the remainder of 2023. Richard Frakes will replace Connie Batchelder on the Budget Committee. Motion passed unanimously by the following vote:

VOTE:	AYES:	4-Brennan, Frake, Noble, Callaghan
	NOES:	None
	ABSENT:	1
	ABSTAIN:	None

4) **REPORTS**

Manager Beall and Operations Manager Greer provided written reports, below is a summary of some of the highlights.

a) District Manager:

Aeration Basin Rehabilitation Project

The District Manager has prepared a Request For Proposals (RFP). This will allow the District to get an idea of the costs associated with the project elements to understand the magnitude of the funding required.

District Personnel

Birthdays for May: Dean Twigg-Happy Birthday!!

Operations Manager Report

The Operations team has reviewed the aeration air panel membrane replacement procedures that were provided by the manufacturer (Parkson Corporation) and has begun the rebuild of one panel with the parts on site. Assessment of the materials needed to rebuild the remaining 28 panels has taken place and procurement of the remaining small parts has begun. The brand-new membranes that will be used to permanently re-skin the panels are estimated to arrive in mid-June.

The following work orders and projects were performed in May:

- The new dump truck was prepared to fit under the mezzanine area where the centrifuge is located. Bed blasting and coating will be scheduled before placing the truck in service.
- Continued office remodeling which concluded the remodel of the fish lab into the new collection's office and 95% completion of the basic cleanup and repaint of the old collections crew leader office for the Operations Manager.
- The portable Dissolved Oxygen meter is out for repairs and a rental unit was picked to assist with daily readings.
- The old SRECO hydro truck was dropped off at JJ Kane auctions in Dixon, CA. and will be on the auction block on 6/22/23.
- Quotes were requested for the onsite manhole additional next to the aeration basin along the B-side wall and quotes for tree cutting.

Employee Development, Training, Workshops & Seminars

Leadership Workshop at Contra Costa Central Sanitation District-Tim Gregor. Waster Wise Pro Workshop and Expo Pleasanton, CA. Classes featured types of valves and proper applications, cathodic protection (RSD effluent pipe), Smart Cover use and new technology, and Chlorine trihalomethanes (looking into possible causes for chlorine callouts). Class was attended by Gregor, Twigg and Greer.

Collection System Operation and Maintenance: .

There were no sanitary sewer calls for the month of May.

- a. Counsel for the District: Counsel Martin de los Angeles confirmed the Rodeo Sanitary District was formed in 1914 and established in 1923 under the Sanitary District Act. The District may plan a celebration in September or October.
- b) Secretary of the District: No report
- c) Board Members:

Budget and Finance Committee

May 8, 2023-C. M. Brennan(stipend), R. Frakes(stipend)

5) CONSENT CALENDAR-

Staff Recommendation (Motion required): Adopt the consent calendar as recommended.

- 1. Expenditures April 2023 were reviewed by the Budget Committee.
- 2. April 2023 Financial Statements reviewed by the Budget Committee.
- 3. Adopt Minutes of March 14, 2023 Regular Board Meeting.

MOTION: By Brennan, seconded by Frakes, to approve the Consent Calendar. Motion passed by the following vote of the Board:

VOTE:	AYES:	4-Brennan, Callaghan, Noble, Frakes
	NOES:	None
	ABSENT:	1
	ABSTAIN:	None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:

7A) OLD BUSINESS: DISTRICT GOALS AND FUTURE WORK DEVELOPMENT DISCUSSION)-

General Discussion on the priority list.

8) NEW BUSINESS:

Item 8A was taken out of order earlier in the meeting.

B) 2023 PRIORITY IMPROVEMENTS BID RESULT AND PROPOSED PROJECT MODIFICATIONS(DISCUSSION AND ACTION)

A Board decision was requested regarding the approach to the potential award of the construction contract for the 2023 Priority Improvements Project. The apparent low bid received on Tuesday May 30, 2023 was \$267,850, which was 76 percent higher than the Engineer's Opinion of Probable Cost (Engineer's Estimate) of \$152, 000.

MOTION: By Noble, seconded by Frakes, to reject the 2023 Priority Improvements Project bid as it exceeds Engineer's Estimate. The Project will be re-advertised on June 15, 2023 and re-bid on June 28, 2023. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Brennan, Callaghan, Noble, Frakes
 NOES: None
 ABSENT: 1
 ABSTAIN: None

C) SDRMA BOARD OF DIRECTORS ELECTION (DISCUSSION AND ACTION)

The Special District Risk Management Authority has requested the Rodeo Sanitary District to assist in the election of the SDRMA Board of Directors.

MOTION: By Noble, seconded by Brennan, to select incumbents Robert Swan, Jesse Claypool and Sandy Seifert-Raffelson for the SDRMA Board of Directors positions. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Callaghan, Noble, Brennan, Frakes
 NOES: None
 ABSENT: 1
 ABSTAIN: None

D) CSDA BOARD OF DIRECTORS ELECTION(DISCUSSION AND ACTION)

The California Special District Association has requested the Rodeo Sanitary District assist in the election of the CSDA Board of Directors.

MOTION: By Noble, seconded by Frakes, to select Antonio Martinez for the Bay Area Network Seat C Board of Director position. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Callaghan, Noble, Brennan, Frakes
NOES: None
ABSENT: 1
ABSTAIN: None

E) APPROVE MINUTES FOR REGULAR BOARD MEETING FEBRUARY 14, 2023

MOTION: By Noble, seconded by Frakes, to approve the February 14, 2023, Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Callaghan, Noble, Frakes, Brennan
NOES: None
ABSENT: 1
ABSTAIN: None

9) PUBLIC HEARING-

A-B-C: Public Hearing to consider establishing sewer rates and charges by the adoption of Ordinance 2023-100 of the Rodeo Sanitary District and thereby superseding Ordinance 2018-100, to consider the written report prepared concerning the collection of sewer rates and charges on the property tax roll by Resolutions 2023-04 and 2023-05, directing that the sewer service charges thus established be collected on the property tax roll, and receiving and considering protests to either or both.

Notification for the public hearing has been advertised in the West County Times. It has been posted in accordance with necessary procedures. The public hearing was also noticed pursuant to Proposition 218, as well as by the copy of the notice posted on the District's website. The purpose of the public hearing is to receive public comments and consider written protests, as specified in Proposition 218, and to hear and consider all objections or protests, if any, to the report referenced in Resolutions 2023-04 and 2023-05 and any other input regarding the proposed increase in sewer service fees to fund the Capital Improvements Program as provided for in the Comprehensive Wastewater Master Plan.

President Callaghan opened the public hearing at 6:42 p.m. The District received one written protest by email to the District Manager. The public hearing was closed at 6:44 p.m. The Board made final comments and began consideration of Ordinance 2023-100, Resolutions 2023-04 and 2023-05.

MOTION: By Noble, seconded by Brennan, to approve Ordinance No. 2023-100 Adopting Sewer Service Charge Rates for Fiscal Year 2023-2024, Adopt Resolution 2023-04 declaring that sewer service charges be collected on the property tax roll and

Resolution 2023-05 adopting the fiscal year 2023-2024 budget, that was approved at the April 13, 2023 Board Meeting. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Callaghan, Noble, Frakes, Brennan
 NOES: None
 ABSENT: 1
 ABSTAIN: None

10) PUBLIC HEARING

Ordinance 2023-500, An Ordinance of the Board of Directors of the Rodeo Sanitary District Establishing Regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units.

Ordinance 2023-500 is needed to establish definitions and procedures on Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units. The Ordinance includes terms and the process of assessing fees in coordination with State Law for ADUs.

President Callaghan opened the public hearing at 6:47 p.m. The public hearing was closed at 6:50 p.m. The Board made final comments and began consideration of Ordinance 2023-500.

MOTION: By Noble, seconded by Brennan, to adopt Ordinance 2023-500 establishing regulations for Accessory Dwelling Units.

11) COMMUNICATION:

Relevant Communications to and from the District are included in the Board Packet.

12) CLOSED SESSION- NONE

13) REPORT OUT OF CLOSED SESSION- None

14) SUGGESTIONS FOR FUTURE AGENDA ITEMS-None

14) ADJOURNMENT

Meeting adjourned at 7:20 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday July 11, 2023, at 1:00 P.M.at John Swett Unified School District Board Room.

Janet Callaghan, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District